



California Department of Education – Child, Youth, and Family Services Branch

## Child Development Division

## MANAGEMENT BULLETIN

Main Office Number: (916) 322-6233

<b>Subject:</b> TRAVEL AND PER DIEM RATES	<b>No.:</b> MB 00-11
<b>Authority:</b> <i>California Code of Regulations</i> , Title 5, Section 18034 (j)	<b>Date:</b> June 2000
	<b>Expires:</b> Until Rescinded

**ATTENTION: EXECUTIVE OFFICERS AND PROGRAM DIRECTORS OF ALL  
CHILD DEVELOPMENT DIVISION PROGRAMS**

### **PURPOSE**

This Management Bulletin supercedes Management Bulletin 99-07 (mb) in order to provide revised information governing child development contractor travel and per diem rates.

### **BACKGROUND**

In accordance with *California Code of Regulations*, Title 5, Section 18034(j), travel and per diem expenses for child development contractors are to be reimbursed at rates comparable to those rates paid to California Department of Education's represented employees. On November 2, 1999, the Department of Personnel Administration issued revised rates and rules for reimbursement of travel and per diem.

### **POLICY**

Child Development Division contractors should now utilize the revised rates contained in this Management Bulletin. If reimbursement has already been provided for travel on or after November 2, 1999, and additional reimbursement is desired to be paid in accordance with these revised rules, payments may be processed to take advantage of the new rates.

The revised rates and rules are summarized in the attached document. *Contractors are urged to read this document carefully.* While some of the rules may appear to be applicable to State employees only, in accordance with Title 5 provisions, the Child Development Division applies these same standards to travel reimbursement that is paid with child development contract funds.

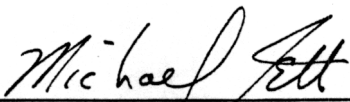
Please note that reimbursement for meals and incidentals has been and continues to be for actual expenses only. Although receipts for meals need not be attached to travel reimbursement documentation, the per diem amounts are maximums, are not an automatic allowance, and must adhere to the following:

Receipts for meals must be maintained by the traveler as substantiation that the amount claimed is not in excess of the amount of actual expense.

The term "incidentals" includes but is not limited to expenses for laundry, cleaning and pressing of clothing, and fees and tips for services, such as porters and baggage carriers. It does not include taxicab fares, lodging taxes, or the costs of personal telegrams or telephone calls.

The traveler may be asked by auditors, including the Internal Revenue Service, to provide receipts that substantiate that the amounts claimed are for reimbursement only and are not more than the amount claimed. Travelers should maintain receipts and documentation to support the amounts claimed for meals and incidentals. For State contract purposes, a minimum of five years is suggested. Check with your tax preparer or the Internal Revenue Service for the federal retention period.

Please direct any questions you may have to your assigned Child Development Division Field Services Consultant.



Michael Jett, Director  
Child Development Division



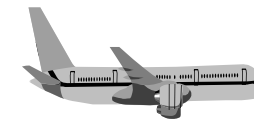
Kathy B. Lewis  
Deputy Superintendent  
Child, Youth and Family Services Branch

Attachments: "A Summary of the State of California Short-Term Travel Expense Reimbursement Program".

Field Services Unit County Assignments



## A SUMMARY OF THE STATE OF CALIFORNIA SHORT-TERM TRAVEL EXPENSE REIMBURSEMENT PROGRAM



### CONDITIONS OF TRAVEL

Effective 1/1/92, reimbursement shall not be made for meal and lodging expenses incurred within 50 miles of home or headquarters.

Receipts are required for each item of expense for street car, ferry fares, bridge and road tolls, local transit, taxi, shuttle or hotel bus and parking over \$10, business phone calls over \$5.00, all gas for rental cars, and all lodging, regardless of amount.

All travel and business expenses are to be incurred as a result of conducting official business, and are subject to review/verification by the approval authority.

### SHORT-TERM TRAVEL

#### LODGING REIMBURSEMENT RATES-IN STATE

Applicable when official business requires an overnight stay and the employee uses a good, moderately priced commercial lodging establishment (*hotel, motel, bed and breakfast or public campground*) that caters to the short-term traveler, and for day trips of less than 24 hours.

**HINTS:** Use the 1999/2000 LODGING TRAVEL GUIDE! <http://www.travelcsq.com> It's full of good lodging establishments priced within State rates. KEEP YOUR RECEIPTS.

RATES EFFECTIVE 11/2/99:

**LODGING REIMBURSEMENT – receipt required**  
Statewide, Except as below\* up to \$84.00 + tax

\*San Francisco, Alameda, San Mateo  
and Santa Clara Counties, and  
Central/Western LA\*\* up to \$110.00 + tax

\*\*LA area within borders of Sun. Blvd. (North), Pacific  
Ocean (West), Imperial Blvd/Fwy 105 (South), and  
Fwys 110, 10 and 101 (East).

Note: Get a confirmation number when you make your reservations and use it when you check in. Travelers

who do not provide a lodging receipt are eligible to claim meals/incidentals only as appropriate to the time frames of travel. (See below for rates and time frames.)

#### MEALS AND INCIDENTALS (each 24 hr. period)

Breakfast: ACTUAL EXPENSE UP TO \$ 6.00

Lunch: “ 10.00

Dinner “ 18.00

Incidentals “ 6.00

Note: YOU must retain all meal receipts for audit by the state or the IRS.

#### TIMEFRAMES:

FIRST DAY: TRIP OF MORE THAN 24 HOURS:

Trip begins at or before 6am: may claim breakfast

Trip begins at or before 11am: may claim lunch

Trip begins at or before 5pm: may claim dinner

FRACTIONAL DAY: AFTER 24 HOURS OF TRAVEL:

Trip ends at or after 8am: may claim breakfast

Trip ends at or after 2pm: may claim lunch

Trip ends at or after 7pm: may claim dinner

FRACTIONAL DAY-TRIP OF LESS THAN 24 HOURS:

Trip must begin at or before 6am AND end at or after 9am in order to claim breakfast.

Trip must begin at or before 4pm AND end at or after 7pm in order to claim dinner.

No lunch or incidentals may be claimed. If there is no overnight stay, these meals are taxable.

**NOTE:** Full meals included in airfare, hotel, and conference fees, or otherwise provided may not also be claimed for reimbursement. The same meal may not be claimed more than once on any date. Continental breakfasts of rolls, coffee, and juice are not considered full meals.

#### TRANSPORTATION

Reimbursement for transportation expenses will be only for the method of transportation that is in the best interest of the State, considering both direct expense

and the employee's time. When an employee chooses a method of transportation that is more costly than the normal method of travel (e.g., driving a personal vehicle instead of flying), reimbursement will be the lower amount.

#### MILEAGE REIMBURSEMENT RATES

The rate claimed shall be considered full reimbursement for all costs related to the operation and maintenance of the vehicle, including both liability and comprehensive insurance.

Automobile	31 cents per mile
Spec. veh. w/cert up to	37 cents per mile
Private aircraft up to	50 cents per mile
Bicycle up to	4 cents per mile

If dropped off and picked up at a common carrier and no parking expense is claimed, mileage to and from the common carrier may be claimed at the above appropriate rate times twice the number of miles you actually occupy the vehicle (pays for each round trip).

**CONFERENCES/CONVENTIONS: Rooms that are contracted by the sponsors for the event.**

- STATE SPONSORED:  
Lodging with receipt: up to \$110 + tax
- NON-STATE SPONSORED:  
Lodging with receipt: up to the rate contracted for the event.

#### OUT-OF-STATE TRAVEL

Lodging w/receipt: actual expense (subject to department approval)

Meals/incidentals: same rates/requirements as in-state reimbursement.

#### OUT-OF-COUNTRY TRAVEL

Lodging w/receipt: actual expense (subject to department approval)

Meals/incidentals: as published by the U.S. Govt. for dates and places traveled. Call DPA for rates.

**FIELD SERVICES UNIT  
COUNTY ASSIGNMENT  
COMBINED NORTH AND SOUTH**

Temporary assignments until additional staff is hired.

	County		Consultant		County		Consultant
1	Alameda	N	Mari Fitch	30	Orange	S	Erica Otiono
2	Alpine	N	Dan Cross	31	Placer	N	Dan Cross
3	Amador	N	Allen Eister	32	Plumas	N	Allen Eister
4	Butte	N	Marie L. Murata	33	Riverside	S	Erica Otiono
5	Calaveras	N	Allen Eister	34	Sacramento	N	Marie L. Murata
6	Colusa	N	Marie L. Murata	35	San Benito	N	Vacant Position*
7	Contra Costa	N	Dan Cross	36	San Bernardino	S	Cindy Betts
8	Del Norte	N	Vacant Position*	37	San Diego	S	Francis Louie
9	El Dorado	N	Dan Cross	38	San Francisco	N	Gaspar Garcia
10	Fresno	S	Joe Martinez	39	San Joaquin	N	Allen Eister
11	Glenn	N	Allen Eister	40	San Luis Obispo	S	Vacant Position*
12	Humboldt	N	Vacant Position*	41	San Mateo	N	Dan Cross
13	Imperial	S	Francis Louie	42	Santa Barbara	S	Cindy Betts
14	Inyo	S	Cindy Betts	43	Santa Clara	N	Vacant Position*
15	Kern	S	Joe Martinez	44	Santa Cruz	N	Gaspar Garcia
16	Kings	S	Joe Martinez	45	Shasta	N	Allen Eister
17	Lake	N	Vacant Position*	46	Sierra	N	Dan Cross
18	Lassen	N	Allen Eister	47	Siskiyou	N	Vacant Position*
19	Los Angeles	S	See reverse side	48	Solano	N	Mari Fitch
20	Madera	S	Joe Martinez	49	Sonoma	N	Vacant Position*
21	Marin	N	Gaspar Garcia	50	Stanislaus	N	Allen Eister
22	Mariposa	N	Allen Eister	51	Sutter	N	Marie L. Murata
23	Mendocino	N	Vacant Position*	52	Tehama	N	Allen Eister
24	Merced	N	Allen Eister	53	Trinity	N	Vacant Position*
25	Modoc	N	Allen Eister	54	Tulare	S	Joe Martinez
26	Mono	S	Cindy Betts	55	Tuolumne	N	Allen Eister
27	Monterey	N	Vacant Position*	56	Ventura	S	Cindy Betts
28	Napa	N	Vacant Position*	57	Yolo	N	Marie L. Murata
29	Nevada	N	Dan Cross	58	Yuba	N	Marie L. Murata

\*Call (916) 322-6233 and ask for Field Services in-house Consultant.

**Northern Field Services Unit**

Eloise Bradrick-Talk, Administrator (916) 324-6164

North Region Consultants	Phone
Dan Cross	(916) 323-1341
Allen Eister	(916) 323-1303
Mari Fitch	(916) 323-1317
Gaspar Garcia	(916) 323-1309
Marie L. Murata	(916) 323-2133

**Southern Field Services Unit**

James F. Bellotti, Administrator (916) 323-1300

South Region Consultants	Phone
Cindy Betts	(916) 327-1021
Francis Louie	(916) 323-1300
Jim Bellotti (temp)	(916) 324-8649
Joseph Martinez	(916) 323-7833
Erica Otiono	(916) 323-1315
Sandra Patitucci	(916) 323-1355
Pilo Salas	(916) 323-1328

Version: June 21 2000

**Southern Field Services Unit  
Los Angeles County Assignment**

**JAMES BELLOTTI (TEMP)**  
**(916) 323-1300**

Archdiocese of L.A.  
AS/CSU Long Beach  
AS/CSU Dominguez Hills  
Children's Collective  
Children's Home Society of Calif.  
Community Development Center  
Compton Community College  
Compton USD  
Co. of LA Children & Family Services  
Crystal Stairs  
Drew Child Development Corp  
Equipose, Inc.  
Faithful Central Education Center  
Girls Club of Los Angeles  
Golden Day Schools  
Heavenly Vision Education Center  
Hoover Intergenerational Care  
Kedren Community Health Center  
LA's Best After School Enrichment  
LAUSD  
L.A. County/USC Medical Center  
L.A. Urban League  
Little Tokyo Service Center  
Long Beach Comm Improvement League  
Long Beach Day Nursery  
Long Beach USD  
Plaza Community Center  
Second Baptist Church of LA  
Vista del Mar Child & Family Services  
Young Horizons  
YMCA of Greater L-ong Beach

31 agencies

**PILO SALAS**  
**(916) 323-1328**

ABC Child Development  
ABC Unified School District  
Alhambra City Elementary SD  
Alhambra City High SD  
Bassett USD  
Bellflower USD  
Centro de Niños  
CHARO  
Child and Family Services  
Child Development Consortium of LA  
Children's Institute International  
City of Gardena  
City of Norwalk  
City of Santa Fe Springs  
Community Housing Services  
Comprehensive Child Development  
Daisy Foundation  
East Whittier City ESD  
El Camino Community College  
El Monte City SD  
El Monte Union High SD  
El Rancho USD  
Estrada Courts Res. Mgmt Corp.  
Fed. Of Preschool & Comm Education  
Foundation for Early Childhood Ed  
Garvey Elementary SD  
Hacienda-La Puente USD  
Hawthorne Elementary SD  
Inglewood USD  
International Institute of LA  
Jewish Fed. Council of Greater LA  
L.A. Alumni Delta Sigma Theta  
L.A. Child Care & Development  
L.A. County Supt. Of Schools  
L.A. County Fair Association  
Lynwood USD  
Mexican-American Oppty Found.  
Montebello USD  
Mountain View Elementary SD  
Mt. San Antonio Comm College  
Mount St. Mary's College  
Neighbors of Watts  
Norwalk-La Mirada USD  
Options - A CC & Human Services  
Para los Niños  
Paramount USD  
Plaza de la Raza Head Start  
Pomona USD  
Rio Hondo Community College  
Rosemead Elementary SD  
Rowland USD  
So. California Youth & Family  
The Salvation Army - Booth Memorial  
Torrance USD  
University of Southern Calif.  
Valle Lindo SD  
Volunteers of America  
Whittier Union HS  
YMCA of Metro LA  
YWCA of Greater LA

60 agencies

**SANDY PATITUCCI**  
**(916) 323-1355**

Antelope Valley Comm. College  
Around the Corner  
Assistance League of Southern CA  
Assoc. Students, CSU Northridge  
Baldwin Park USD  
Bright Faces Child Development  
Burbank USD  
Calvary Baptist Day Care  
Catholic Charities of LA  
Charter Oak USD  
Child Care Information Service  
Child Care Resource Ctr - San Fernando  
Children's World Learning  
Citrus Community College District  
City of L.A., Dept of Rec. & Parks  
Claremont USD  
Connections for Children  
Covina Development Center  
Covina Valley USD  
Creative World  
Culver City USD  
Duarte USD  
Dubnoff Center for Child Dev.  
Easter Seal Society - Southern CA  
Eben-Ezer Children's Day Care  
Glendale Community Collège  
Glendale USD  
Grandview Presbyterian Church  
L.A. Community College District  
Manhattan Beach USD  
Monrovia USD  
Newhall Elementary SD  
Ocean Park CC Foundation  
Palmdale Elementary SD  
Parent Infant Care Service  
Pasadena Area Comm College  
Pasadena USD  
Redondo Beach USD  
Regents - UCLA  
San Fernando Valley Friends  
San Gabriel USD  
Santa Clarita Child & Family  
Santa Clarita Community College  
Santa Monica-Malibu USD  
Saugus Union Elementary SD  
The Jeffrey Foundation  
Westside Children's Center  
YWCA of Glendale

48 agencies